



We do amazing.



Department of Transportation/METRA



Adopt-a-Stop Program

Guidelines

The Columbus Consolidated Government's (CCG) Adopt-a-Stop Program allows volunteers to keep a portion of public areas located at METRA bus stops beautified and properly maintained.

Applicants are required to adhere to the following guidelines:

Complete and submit an application listing all relevant contact information and the selected bus stop location. Please be sure to clearly state the identifiable needs (cleanup and/or enhance beautification) for your selected stop. The application must be submitted to: METRA Transit System, 814 Linwood Blvd, Columbus, Georgia 31901. (Please see the attached application)

Complete and submit the Release and Waiver Form for each participant in your group and submit them with the application. (Please see the attached Release and Waiver Form).

All volunteers under the age of 18 must be accompanied by an adult and have the Release and Waiver Form signed by their parent/guardian.

All individuals and/or groups are expected to make a 1-year commitment for their Adopt-a-Stop location. We strongly encourage monthly or as/needed cleanup or beautification projects for your stop. If you plan to have a cleanup / beautification project that may require a special pickup from METRA, please call in advance to make the appropriate arrangements. Please note that adopt-a-stop areas are checked regularly by METRA. You will be notified of any issues that may need to be addressed for your stop.

Because safety is a paramount concern, all volunteers will be expected to review and practice all safety recommendations.

The Columbus Consolidated Government/METRA reserves the right to preserve the integrity of ALL bus stops by limiting the number of adoptable spots in any given area.



Department of Transportation/METRA Transit System

Adopt-a-Stop Application

Yes, I want to adopt a METRA stop.

Date: _____ Organization Name: _____

Point of contact:

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____

Home Phone: _____ Alternate Number: _____

Email: _____

Name to be placed on the Adopt a Stop sign: _____

(Please PRINT)

Note: Sign installation will occur after the agreement is assigned. Allow 6-8 weeks for sign installation. I would like to adopt the following stop location (s) if available. *(Please be as specific as possible)*

Signed contract and plan approval required

Signature: _____

Date: _____



For office use only:

Date Application Accepted: _____

Area Assigned: _____

Liability Waiver Attached () Yes () No

Application Accepted/ Processed By: _____

Return application to:

METRA Transit System,

814 Linwood Blvd.

Columbus, Georgia 31901

metrainfo@columbusga.org

An effort to keep our Community clean!

CCG Department of Transportation/METRA Adopt-a-Stop

Release, Waiver, Assumption of Risk, And Indemnity Agreement

IN CONSIDERATION OF THE VOLUNTEER being able to serve as a volunteer for the Columbus Consolidated Government (CCG) in any activity which includes participation in Columbus's Adopt-A- Stop program or any other volunteer program created by CCG for the maintenance, improvement or work in or upon its facilities or right of way, or any other related

activity (hereinafter, "Covered Volunteer Activities"),

I, _____, the undersigned Volunteer, or the undersigned guardian of a Volunteer, on behalf of myself and any personal representatives, assigns, heirs or next of kin do hereby freely, willfully, and without duress execute this Agreement under the following terms on this ____ day of _____, 20____:

1. WAIVER, RELEASE and INDEMNITY: I hereby release and forever discharge and hold harmless CCG, it's elected officials, officers, employees, board members, and agents and their successors and assigns (hereinafter "the Releasees") from any and all liability and claims, demands, rights of action, or actions, of whatever kind of nature, either in law or equity, which arise or may hereafter arise from the Covered Volunteer Activities. I understand and acknowledge that the execution of this Release discharges and will discharge the Releasees from any liability or claim that the Volunteer may have against Releasees with respect to any bodily injuries, illnesses, death, or property damage which may result from Covered Volunteer Activities. I further understand that Releasees assume no responsibility for and are not obligated in any way to provide financial assistance or other assistance including but not limited to medical, health, or disability or liability insurance, in the event of injury, illness, or death, and **all volunteers are expected to have their own liability and medical insurance which covers them during participation in all Covered Volunteer Activities.** I agree to hold harmless and indemnify Columbus from any legal matter, lawsuit, or litigation, arising from this volunteer relationship.

2. MEDICAL TREATMENT: I do hereby further release and forever discharge the Releasees from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Covered Volunteer Activities.

3. ASSUMPTION OF THE RISK: I recognize that the Covered Volunteer Activities may include but not be limited to, inherently hazardous activities such as picking up trash and debris along public road and streets, construction, loading and unloading, and transportation to and from the work sites. I hereby expressly and specifically assume the risk of injury or harm in these situations and release and discharge the Releasees from and waive any and all liability for any injury, illness, death, or property damage resulting from Covered Volunteer Activities.

4. WAIVER OF RIGHTS TO IMAGES: I hereby waive and release in favor of Columbus any and all rights, title, or interest in any and all photographic images and/or video or audio recordings of me made by Releasees during the Covered Volunteer Activities.

5. ADULT SUPERVISION: I hereby acknowledge that if I am signing this release on behalf of someone under the age of fifteen, I will insure that they have adequate adult supervision throughout his or her participation in Covered Volunteer Activities.

I understand this is the complete and only agreement between the parties with respect to Covered Volunteer Activities and does not constitute any type of employment relationship between the parties. This Release is intended to be as broad and inclusive as permitted by the laws of the State of Georgia. If any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions hereof which shall continue to be enforceable.

**CCG Department of Public Transportation/METRA
Adopt-a-Stop**

Signature Page

Release, Waiver, Assumption of Risk, And Indemnity Agreement

(Please Print)

Volunteer Name: _____ Age: _____

Address: _____ Phone: _____

Cell Phone: _____ Email Address: _____

Emergency Contact: _____ Phone: _____

I hereby execute this Release, Waiver, Assumption of Risk and Indemnity Agreement as of this
____ day of _____, 20__.

Volunteer: _____ Witness: _____
Signature Signature

**Parent or Guardian, please complete the information below if the volunteer is under
18 years old.**

PARENT OR GUARDIAN: _____ Age: _____

Address: _____ Phone Number: _____
(If different from volunteer)

E-mail: _____

I _____, the parent or legal guardian of _____, do
hereby execute this Release, Waiver, Assumption of Risk and Indemnity Agreement on his/her
behalf and consent to his/her participation in the Covered Volunteer Activities as of this
____ day of _____, 20__:

Guardian: _____ Witness: _____
Signature Signature

**CCG Department of Transportation/METRA
Adopt-a-Stop**

Safety Recommendations

The following safety recommendations are the Adopt a Spot rules and regulations. All groups and individual volunteers are urged to consider them accordingly:

- ☐ Carpool to the bus stop location if possible, to keep vehicles to a minimum.
- ☐ Park vehicles away from the roadway.
- ☐ Keep work group to a manageable size.
- ☐ Closely supervise youths/ volunteers age 12 and under are strongly discouraged from conducting any work because it will occur near a roadway.
- ☐ Do not remove hazardous materials found on the site/ Call 311(Citizen Service Center) or call 911.
- ☐ Stay clear of construction areas.
- ☐ Hold safety meetings with group prior to beautifying the bus stop area.
- ☐ Do not work during inclement weather, hours of darkness or hours of peak traffic.
- ☐ Be aware of possible contact with poisonous plants, stinging insects, fire ants, and snakes.
- ☐ Consider the possibility of any participant's known allergies or health conditions prior to beautifying the bus stop location.
- ☐ Do not allow participants to partake of, possess or distribute alcoholic beverages while involved in beautifying the work area.
- ☐ Make participants aware that they are working in a potentially dangerous environment and caution them to act accordingly.
- ☐ Use gloves and protective clothing and urge all participants to do so.

Plan and procedure for implementing an Adopt a Stop

- ☐ ***Read the literature on the Adopt a Stop program***
- ☐ ***Complete the application process***
- ☐ ***Read and sign the Release and Waiver***
- ☐ ***Read the Adopt a Stop guidelines***
- ☐ ***Read the Safety Recommendations***

Questions: What are your plans for your Adopt-a-Stop location? (Example: Daily maintenance, Weekly maintenance, monthly maintenance)
